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Manpower

BASE DETAIL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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SUMMARY OF REVISIONS

This revision updates details that do not fall under the base detail program and list base personnel that are exempt.

1. Purpose: This regulation establishes policies and procedures for administering the Base Detail Program. It prescribes how details will be requested and tasked. These procedures ensure equitable selection of detail personnel and apply to all assigned, attached, and tenant units on Charleston Air Force Base.

2. General:

- 2.1. All units on Charleston AFB will perform an equitable portion of base detail assignments based on eligible population.
- 2.2. Details covered by this instruction are limited to those specifically required by regulation or as directed by the 437th Vice Commander (437 AW/CV). Normally activities covered by this instruction are limited to those activities which have base-wide implication.
- 2.3. Details that do not fall under the base detail program include:
 - 2.3.1. Requirements for military formations such as parades, retreat ceremonies, and honor guard support.
 - 2.3.2. Temporary organizational workload increases. Requirements for specialized assistance such as administrative support due to increased workload or temporary loss of personnel will be handled internally or referred to the appropriate functional resource manager.

2.3.3. Unit or organizational relocation. With the exception of forced moves due to base planning/construction, furniture movement, and setting up new offices and equipment.

2.3.4. Details in support of DV visits should be referred to the Base Support Plan (Reception).

2.4. Details will normally not exceed 30 days in duration and should be limited to 5 days or less. Extended details, exceeding 30 days, will be submitted in 30-day increments until completion, unless otherwise approved by 437 AW/CV. No detail will be submitted as "Indefinite."

2.5. The 437th Logistics Group (437 LG), 437th Medical Group (437 MDG), 437th Operations Group (437 OG), 1st Combat Camera (1CTCS), 437th Airlift Wing Special Staff (437 AW/SD), and the 437th Support Group (437 SPTG/CC) will appoint primary and alternate Group Detail Monitors and forward, in writing, names of those persons to the Base Detail Administrator (437 AW/CCCA).

3. Responsibilities:

3.1. Commander, 437th Airlift Wing (437 AW/CC) has the overall responsibility for the Base Detail Program.

3.2. Base Detail Approving Official (437 AW/CV) approves or denies detail requests. Approves annual exemptions. Authority may be delegated, in writing.

3.3. Base Detail Administrator, (437 AW/CCCA) responsible for the administration of the Base Detail Program. Specifically, 437 AW/CCCA is responsible to:

3.3.1. Maintain the base detail manpower database.

3.3.2. A unit's available manpower strength is Personnel Data System manpower strength minus approved exemptions. Available strength will be adjusted when contingencies, TDYs, and deployments result in manpower change of 10% or more for a duration of 60 days or more.

3.3.3. Equitably allocate approved base detail requirements. Man-days will be the unit of measure for determining equitable distribution of detail requirements. A man-day represents one detailed person for any part of a calendar day. Detail credit is determined by multiplying the number of personnel tasked by the number of days required. 437 AW/CCCA will task each group so that the number of detail man days performed is representative of the group's percentage of the base available manpower strength.

3.3.4. Provide quarterly metrics to group commanders regarding detail requirements, tasking, and utilization.

3.3.5. Task semiannually for recurring details such as spruce-up details and urinalysis observers.

3.4. Group Commanders are responsible for management and execution of the base detail program at group-level. Specifically are responsible to:

3.4.1. Evaluate and endorse subordinate unit requests for base detail support. Forward only those requests that cannot or should not be accomplished with group resources.

3.4.2. Evaluate and endorse letters of exemption.

3.4.3. Appoint group detail monitor and alternate.

3.5. Group Detail Monitors are appointed in writing. Responsible for group level administration of the base detail program. Specifically, are responsible to:

- 3.5.1. Equitable allocate base detail taskings amongst subordinate units.
- 3.5.2. Forward name, rank, and duty extension of personnel tasked to requester with an informational copy to 437 AW/CCCA NLT then the tasking suspense date.
- 3.5.3. Collect, maintain, and forward a consolidated list of annual exemptions to the 437 AW/CCCA.
- 3.5.4. Notify 437 AW/CCCA when available strength changes by 10% or more.
- 3.5.5. Resolve tasking issues within respective group.
- 3.6. Unit Commanders are responsible for the management and execution of the base detail program at squadron level. Specifically, is responsible to:
 - 3.6.1. Evaluate and forward squadron initiated requests for base detail support.
 - 3.6.2. Identify, provide justification for, and forward organizational exemption requests to group commanders.
 - 3.6.3. Ensures unit personnel support base detail requirements.
 - 3.6.4. Appoint unit detail monitor and alternate.
- 3.7. Unit Detail Monitors are appointed in writing. Responsible for the daily management of the Base Detail program at unit level. Specifically, is responsible to:
 - 3.7.1. Respond to detail taskings by forwarding name, rank, and duty extension of persons tasked to group monitors NLT the suspense date.
 - 3.7.2. Consolidate, maintain, and forward a list of approved exemptions to the group detail monitor.

4. Requesting Detail Support:

- 4.1. The requesting organization is responsible for preparing and issuing letters of appointment or special orders, when required. The requesting agency is also responsible for furnishing all instructions, logistical support, and supervision necessary to accomplish details to include work schedules, transportation, messing arrangements, and special equipment.
- 4.2. Submit unit commander approved requests, on CAFB Form 12, **Request For Detail**, to group commanders for consideration. Cite the specific directive, including paragraph number, as the authority for the request. Include a point of contact and duty extension on all requests. See example, [Attachment 1](#).
- 4.3. Group commanders evaluate and forward only those requests that comply with the guidelines of this instruction, and cannot or should not be handled internally within the group. Forward group commander approved requests to 437 AW/CCCA so as to arrive at least ten workdays prior to the first duty day of the detail. Requests that fail to meet this suspense must be accompanied with a letter of justification from the group commander. Short notice requests which cannot be submitted within the prescribed time frame will be hand carried.
- 4.4. 437 AW/CCCA will document the time and date requests are received, assign a control number and route to the detail approving official for consideration. Approved requests will be equitably allo-

cated within two duty days of approval. Disapproved requests will be returned to the requesting organization.

5. Responding to Detail Tasking:

5.1. 437 AW/CCCA will equitably task groups by CAFB Form 12 with an informational copy to the requesting organization.

5.2. Group monitors will task subordinate units. Consolidate names of individual(s) detailed, and forward to the detail OPR NLT the established suspense date by providing the requesting agency with name, organization, and duty phone of detailed personnel. Provide an information copy to 437 AW/CCCA.

5.3. If the tasked group is unable to support the detail requirement, the group commander will provide written justification to 437 AW/CV NLT three days prior to the suspense date. 437 AW/CV is approval authority for release from detail tasking. 437 AW/CV will determine if shortfalls will be tasked to other groups or if the detail will be executed with less than the number of personnel requested.

5.4. Failure to provide the names of tasked personnel to the OPR and 437 AW/CCCA by the suspense date does not relieve the group of the responsibility to fill the tasking. Failure to meet an established suspense date requires group commander justification or will result in a loss of man-day credit for the specific detail.

6. Detail Execution:

6.1. Unit commanders and first sergeants are responsible to ensure tasked personnel report to duty at the appropriate place and time.

6.2. Unit commander and first sergeants are responsible to ensure tasked personnel are not scheduled for other appointments while performing detail duty. If mission requirements or circumstance require a detail member to be removed from the detail, the unit commander or first sergeant will ensure a replacement is available for the duration of the absence. The detail OPR will notify unit monitors of any no-shows.

6.3. The detail OPR will notify 437 AW/CCCA and unit monitor when details do not extend to the actual number of days requested.

7. Exemptions:

7.1. All personnel assigned to Charleston AFB are eligible to perform details unless exempt by this instruction.

7.2. The following personnel are exempt from details unless otherwise directed by 437 AW/CV: Unit commanders, first sergeants, Honor Guard participants, and shift workers of 2300-0800.

7.3. As a minimum, each fiscal year or at the request of 437 AW/CV each unit will provide exemption justification. Exemption letters must include justification that is based on the number of personnel assigned and mission impact. Cite the specific directive, including paragraph number, of headquarters directed exemptions. Include a copy of the page or paragraph from the directive that authorizes the exemption as an attachment to the exemption letter. Failure to submit exemptions will result in loss of previous exemption approval.

7.4. Group commander will evaluate, and forward exemptions to 437 AW/CCCA for 437 AW/CV consideration. 437 AW/CV is approving authority for all exemptions for Charleston AFB units to include those identified by in AF directives.

7.5. Forms Prescribed: CAFB Form 12

STEVEN A. ROSER, Brigadier General, USAF
Commander

SAMPLE, CAFB FORM 12, REQUEST FOR DETAIL

REQUEST FOR BASE DETAIL					
To 437 AW/CV	From		Date	437AW Control Number	
Type Detail Requested			Detail Authority (Regulation-Ltr-Etc)		
Number & Grade of Personnel Requested		# of Days Required	Security Qualifications		
Point of Contact/Duty Phone			Suspense Date		
Reporting Instructions/Uniform Requirements/Remarks (Include Detail Start Date) 					
COMMANDER OF REQUESTING OFFICIAL					
Typed Name, Grade & Title		Signature		Date	
GROUP COMMANDER					
<input type="checkbox"/> Approved (Forward as Base Detail) <input type="checkbox"/> Disapproved (Task within Group)		Comments			
Typed Name, Grade & Title		Signature		Date	
APPROVAL AUTHORITY					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Comments			
Typed Name, Grade & Title		Signature		Date	

CAFB Form 12, FEB 97 (E-FORM, FORM FLOW) (Previous edition is obsolete)

Attachment 2

SAMPLE, EXEMPTION LETTER (OFFICERS)

Sample, Exemption Letter (Officers)

Unit _____

Base Detail Exemption Request (Officers)		
No of Exemptions Requested	Authority	Approved
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Total Exemptions Requested	Total Assigned (E-4 and Below)	Total Exemptions Approved



Sections to be completed by Approval Authority



Sections to be completed by Unit

Attachment 3

SAMPLE, EXEMPTION LETTER (E-5 AND ABOVE)

Sample, Exemption Letter (E-5 and Above)

Unit _____

Base Detail Exemption Request (E-5 and Above)		
No of Exemptions Requested	Authority	Approved
1		
2		
3		
4		
5		
6.		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17.		
18		
19		
20		
Total Exemptions Requested	Total Assigned (E-4 and Below)	Total Exemptions Approved



Sections to be completed by Approval Authority



Sections to be completed by Unit

Attachment 4

SAMPLE, EXEMPTION LETTER (E-4 AND BELOW)

Sample, Exemption Letter (E-4 and Below)

Unit _____

Base Detail Exemption Request (E-4 and Below)		
No of Exemptions Requested	Authority	Approved
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Total Exemptions Requested	Total Assigned (E-4 and Below)	Total Exemptions Approved



Sections to be completed by Approval Authority



Sections to be completed by Unit